



TOWN OF KITTERY

Department of Public Works

200 Rogers Road, Kittery, ME 03904

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July 15, 2015

Request for Qualifications (RFQ) Professional Engineering and Planning Consultant Services

PROJECT SUMMARY:

The Town of Kittery is requesting Statements of Qualifications from interested and qualified Consultants for Professional Engineering and Planning Consultant Services to manage the execution of the Assessing Culverts for Climate Change Purposes in Kittery, Maine project.

Kittery has been awarded a 2015 Piscataqua Region Environmental Planning Assessment grant through the Piscataqua Region Estuaries Partnership to complete a full assessment of the stream and river crossing culverts between 1' and 3' diameter on Town of Kittery maintained roadways. The Town of Kittery is committed to consider culvert replacement and upgrades to account for areas that are vulnerable to increasing storm flows due to climate change.

PURPOSE AND SCOPE OF WORK:

Preliminary field assessments have indicated that many of these smaller culverts are undersized leading to a potential threat to human health and water quality. Culverts will be assessed on location, stability, and sizing as it relates to increased precipitation events relating to climate change. Considerations for fish passage and adjacent stormwater runoff will also be considered. The culverts will be prioritized (high, medium, low) for the need for replacement. All of the data including a photo and a color coded tab for prioritization will be included in a Google Earth kmz file that will be simple to use and easy to update as culverts are fixed or replaced.

The Project Budget Form is included at the end of this RFQ. This project is expected to be completed within 10 months from the date the grant is awarded, starting August 10, 2015 through May 31, 2016.

August 2015: Consultant to meet with Town of Kittery to refine project methods

September – November 2015: Complete culvert survey

December 2015 – February 2016: Draft Final Report and Maps in kmz (Google Earth) format

March – April 2016: Meet with Town of Kittery to discuss results and prioritize culverts for replacement

May 2016: Close out project and submit final reporting to PREP

QUALIFICATIONS STATEMENT SUBMISSION REQUIREMENTS:

Three (3) copies of the Qualifications Statement must be submitted to:

Jessa Kellogg, Shoreland Resource Officer
Town of Kittery
200 Rogers Road
Kittery, Maine 03904
jk Kellogg@kitteryme.org
(207) 475-1321

All Qualification Statements must be received by **11:00 AM on Monday, August 3, 2015**. Proposals should include:

- 1. Statement of Project Understanding:** Provide your general understanding of project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
- 2. Firm Background:** Provide a description of your firm's prior experience and qualifications in engineering, planning and watershed management planning. Also, please reference the experience of the firm in working with the State and EPA regulations and procedures, in particular those specified in the 319 program.
- 3. Project Team:** Identify the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified project team. Provide a brief resume for each person outlining their credentials and experience.
- 4. References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
- 5. Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

EVALUATION CRITERIA:

Consultants shall be selected on a quality basis and the following criteria will be used in screening, ranking and selection of the successful firm:

- 1. Qualifications of the Firm (35%):** Preference shall be given to those firms with relevant experience in engineering, planning and watershed management planning related to the scope of services.
- 2. Qualifications of the Project Team (35%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
- 3. Project Understanding (30%):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT:

It is the intent of the Town of Kittery to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. The Town of Kittery reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the Town. The Town assumes no responsibility for costs incurred in responding to this RFQ.

CONTRACT REQUIREMENTS:

The selected consultant will be required to enter into a contract with the Town of Kittery – a sample contract may be provided upon request.

The consultant will be required to indemnify/defend/hold harmless the Town from any claim, and carry the following insurances throughout the contract term. All insurance is to be provided by a company or companies licensed in the State of Maine:

- a. Commercial General Liability on an occurrence (as opposed to claims-made) basis with general aggregate limit applicable per project (ISO CG2503 or equivalent)
 - Each occurrence limit \$1,000,000
 - General aggregate limit \$2,000,000
 - Products/Comp. op aggregate limit \$2,000,000

Any additional insured provision is to apply for the Town, its officers, officials, agents, and employees on a primary, non-contributory basis. Coverage for contractual liability is to be included for the indemnification provisions of this Agreement.

- b. Professional Liability per occurrence \$1,000,000
- c. Automobile Liability for owned, hired, and non-owned automobiles with a single limit for each accident of \$1,000,000.
- d. Worker's Compensation insurance to comply with the requirements of Maine statutes, plus employers' liability for
 - Each accident \$500,000
 - Each employee (disease) \$500,000
 - Policy limit (disease) \$500,000

All policies shall be so written that the Kittery Town Manager will be notified of cancellation or restrictive amendment at least ten (10) days prior to the effective date of such cancellation or amendment. A certificate of insurance from the Consultant's insurance carrier showing at least the coverage and limits of liability specified above and the inception and expiration dates shall be filed with the Town Manager at least seven (7) calendar days before operations are begun.

Project Budget Form

| | Amount Requested from PREP | Matching Funds (non-federal) | Other Funds* | Total Budget |
|--|----------------------------|------------------------------|--------------|-----------------|
| BUDGET CATEGORIES | | | | |
| Qualified Consultant Fee | \$8,000 | \$10,000 | | \$18,000 |
| | | (includes \$2,500 cash) | | |
| Communications & Outreach*** (e.g. for a \$10,000 stormwater regulations project you will receive \$8,500 in cash & PREP will retain \$1,500 for communication and outreach). | \$1,500 | | | \$1,500 |
| Supplies /Materials**** | \$200 | | | \$200 |
| Equipment | | | | |
| Travel | \$300 | | | \$300 |
| Other Cost (specify in space below) | | | | |
| | | | | |
| TOTAL PROJECT COSTS | \$10,000 | \$10,000 | | \$20,000 |

****Includes consumable items, such as field and lab supplies, paper, pencils, ink cartridges, and postage

6/3/15
(Date)